

My office is pleased to offer internships to students who wish to learn more about Congress and the legislative process. By allowing students a unique perspective on the inner workings of our country's representative government, Congressional internships offer an exciting educational experience.

Internships are unpaid positions. During the summer months, internships generally last for four weeks. During the academic year (September to May), internships generally cover the student's semester, from September to December in the Fall or January to May in the Spring. Both part-time and full-time internships are available. Interns in our office must be highly motivated, have strong communication skills, both written and verbal, and a keen interest in the public service.

Duties include the following:

- Attending legislative hearings
- Participating in regular office meetings
- Conducting legislative research and assisting staff with responding to constituents inquires.
- Giving tours of the Capitol Building to constituents
- Responding to constituent inquiries and phone calls.

If you are interested in applying for an internship in Congressman Edwards Washington D.C. office, please do the following:

Submit the following:

- Cover letter - with possible start and end dates for when you can intern
- Resume
- List of references or letters of recommendations

Instructions on sending information:

- Either fax to 202-225-0350 to the attention of Scott M.R. Baker

- Email with the subject line "Congressman Chet Edwards Office – internship application" to [scott.baker@mail.house.gov](mailto:scott.baker@mail.house.gov)

If you have any questions you can call Scott M.R. Baker, Director of Constituent Services at 202-225-6105.

### **Texas District Office Internships**

If you are interested in applying for an internship in Congressman Edwards' Waco, Cleburne or College Station office; please download the application below. Please mail your application and cover letter along with a writing sample, formal resume, and letters of recommendation to the district office where the internship is sought. For more information, please contact the appropriate district office:

#### **Waco Office:**

St. Charles Place  
600 Austin Avenue, Suite 29  
Waco, Texas 76701  
(254) 752-9600  
FAX: (254) 752-7769

#### **Brazos Valley Office:**

4001 East 29th St., Suite 116  
Bryan, Texas 77802  
(979) 691-8797  
Fax: (979) 691-8939

#### **Cleburne Office:**

115 south Main Street, Suite 202  
Cleburne, Texas 76033  
(817) 645-4743  
Fax: (817) 645-4796

### **Intern Applications**

[Printable Form](#)

